

Report For Week Ending 28 November 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Projects 6-13, Dispatch Format and Procedure; and 6-35, Survey of
Procurement Division Contract Files

No change

Project 6-22, DD/I Reports Survey

Mr. [] has asked DD/I Offices to report to him by 7 January 1957 on the results of recommendations made during the DD/I reports survey. So far the ARO's of ORR and OCR have requested copies of reports management guide.

Project 6-60, Installation of File System, GR Division -

Completed installing the subject numeric system in the Office of the Division Chief. Its installation condensed current files into less than 1½ drawers. Formerly current files were intermixed with noncurrent material dispersed through six drawers. Project is 30% complete.

General Information

a. Evaluated Employee suggestions 2058, 2187 and 2328 on the basis of a reply from the Bureau of the Budget regarding recommendations for revising Standard Form No. 64, Office Memorandum.

c. Completed a final draft of the pamphlet "So You Have A Space Problem."

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